

REGULATION OF THE MINISTER OF SOCIAL AFFAIRS
OF THE REPUBLIC OF INDONESIA
NUMBER 5 OF 2024
ON
SOCIAL WELFARE INSTITUTIONS

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF SOCIAL AFFAIRS OF THE
REPUBLIC OF INDONESIA,

- Considering : a. that to optimize the management of social welfare institutions, it is necessary to replace Regulation of the Minister of Social Affairs Number 184 of 2011 on Social Welfare Institutions and Regulation of the Minister of Social Affairs Number 22 of 2016 on National Standard for Social Welfare Institutions;
- b. that based on the consideration as referred to in point a, it is necessary to issue a Regulation of the Minister of Social Affairs on Social Welfare Institutions;
- Observing : 1. Article 17 section (3) of the 1945 Constitution of the Republic of Indonesia;
2. Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916) as amended by Law Number 61 of 2024 on Amendment to Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia of 2024 Number 225, Supplement to the State Gazette of the Republic of Indonesia Number 6694);
3. Law Number 11 of 2009 on Social Welfare (State Gazette of the Republic of Indonesia of 2009 Number 12, Supplement to the State Gazette of the Republic of Indonesia Number 4967);
4. Government Regulation Number 39 of 2012 on of Social Welfare Implementation (State Gazette of the Republic of Indonesia of 2012 Number 68, Supplement to the State Gazette of the Republic of Indonesia Number 5294);
5. Presidential Regulation Number 162 of 2024 on Ministry of Social Affairs (State Gazette of the Republic of Indonesia of 2024 Number 358);
6. Regulation of the Minister of Social Affairs Number 1 of 2022 on Organization and Work Procedures of the Ministry

of Social Affairs (State Gazette of the Republic of Indonesia of 2022 Number 140);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF SOCIAL AFFAIRS ON
SOCIAL WELFARE INSTITUTIONS.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Ministerial Regulation:

1. Social Welfare Institutions (Lembaga Kesejahteraan Sosial), hereinafter abbreviated as LKS, mean social organizations or social associations that carry out the implementation of social welfare formed by the society, both incorporated and unincorporated.
2. Incorporated LKS means a social organization or social association engaged in social welfare implementation established in the form of a foundation or other forms recognized as legal entities.
3. Unincorporated LKS means a social organization or social association engaged in social welfare implementation registered with the government administration and holding a certificate of registration from the ministry administering government home affairs.
4. Foreign LKS means a social organization or social association established in accordance with the legal provisions of the country where the social organization or social association is established, and having obtained permission from the Government of the Republic of Indonesia to carry out social welfare implementation in Indonesia.
5. Social Welfare Implementation means a focused, integrated, and sustainable effort carried out by the Government, local governments, and the community in the form of social services to meet the basic needs of every citizen, including social rehabilitation, social security, social empowerment, and social protection.
6. Minister means the minister administering government social affairs.
7. Recipient of Social Welfare Services means an individuals, family, group, and/or community who due to certain obstacles, difficulties, or disturbances, is unable to perform their social functions and therefore require social services to meet their physical, spiritual, and social needs in an adequate and reasonable manner.
8. Social Worker means an individual who possesses knowledge, skills, and values in social work practice and has obtained a competency certificate.

Article 2

In the Social Welfare Implementation, LKS has the following roles:

- a. to prevent and address social issues;

- b. to provide social services to Recipients of Social Welfare Services; and
- c. to mitigate the risks of social issues.

Article 3

The scope of this Ministerial Regulation includes:

- a. the registration of LKS and the operational licensing of Foreign LKS;
- b. institutional and service standards;
- c. authority;
- d. guidance and supervision;
- e. monitoring, evaluation, and reporting;
- f. award; and
- g. funding.

CHAPTER II

REGISTRATION OF SOCIAL WELFARE INSTITUTIONS AND OPERATIONAL LICENSING OF FOREIGN SOCIAL WELFARE INSTITUTIONS

Part One

Registration of LKS

Paragraph 1

General

Article 4

LKS consists of:

- a. Incorporated LKS; and
- b. Unincorporated LKS.

Article 5

- (1) LKS as referred to in Article 4 is required to register with the ministry administering government social affairs, social affair institutions, or the regional apparatus authorized to provide a licensing service in accordance with the respective jurisdiction.
- (2) In the event that the registration of LKS as referred to in section (1) is conducted through regional apparatus providing a licensing service, the issuance of the registration mark must obtain a recommendation from the social affairs institutions in accordance with the respective jurisdiction.

Article 6

- (1) Registration of LKS as referred to in Article 5 is submitted by the administrator of the respective LKS by submitting an application to:
 - a. the Minister through the primary high-leadership responsible for LKS whose scope of working areas covers more than 1 (one) province.
 - b. the governor through the institution administering social affairs or the regional apparatus providing a licensing service for LKS whose scope of working areas covers more than 1 (one) regency/municipality; and
 - c. the regent/mayor through the institutions administering social affairs or the regional apparatus

- providing a licensing service for LKS whose scope of working areas covers 1 (one) regency/municipality.
- (2) The registration as referred to in section (1) is carried out quickly, easily, and free of charge.

Article 7

- (1) The registration requirements for Incorporated LKS include:
- articles of association and bylaws;
 - deed of establishment;
 - certificate of domicile from the local urban village head/rural village head or equivalent; and
 - taxpayer identification number of Incorporated LKS.
- (2) In addition to the requirements as referred to in section (1), Incorporated LKS must submit the following documents:
- ratification of the establishment of a legal entity by the ministry administering government affairs in the field of law;
 - organizational structure of LKS;
 - address, phone number, website, and social media of LKS;
 - resident identity card and phone number of LKS administrators;
 - drug-free certificate for LKS administrators;
 - statement letter declaring no disputes in management or no legal cases in court;
 - statement letter of willingness to report activities;
 - statement letter declaring that the source of funding does not come from illegal activities and is not used for illegal activities;
 - statement letter of neighbour's approval; and
 - proposal.
- (3) The proposal as referred to in section (2) point j includes:
- programs and activities of LKS;
 - working capital for the implementation of activities;
 - LKS account number;
 - human resources; and
 - completeness of means and infrastructures.
- (4) In the event that the registration by Incorporated LKS is submitted for the scope under the authority of the Ministry of Social Affairs, it must include a registration mark issued by at least 2 (two) institutions administering government social affairs or regional apparatuses that provide a licensing service from different provinces.
- (5) In the event that the registration for Incorporated LKS is submitted for the scope under provincial authority, it must include a registration mark issued by at least 2 (two) institutions administering government social affairs or regional apparatuses providing a licensing service from different regencies/municipalities.

Article 8

- (1) Registration requirements for Uncorporated LKS include:
- articles of association and bylaws;
 - deed of establishment issued by a notary;

- c. certificate of domicile from the local urban village head/rural village head or equivalent;
- d. taxpayer identification number of LKS;
- (2) In addition to the requirements as referred to in section (1), Unincorporated LKS must submit the following documents:
 - a. registration mark issued by the ministry administering government home affairs;
 - b. organizational structure of LKS;
 - c. address, phone number, website, and social media of LKS;
 - d. resident identity card and phone number of LKS administrators;
 - e. drug-free certificate for LKS administrators;
 - f. statement letter declaring no disputes in management or no legal cases in court;
 - g. statement letter of willingness to report activities;
 - h. statement letter declaring that the source of funding does not come from illegal activities and is not used for illegal activities;
 - i. statement letter of neighbour's approval; and
 - j. proposal.
- (3) The proposal as referred to in section (2) point j includes:
 - a. programs and activities of LKS;
 - b. working capital for the implementation of activities;
 - c. LKS account number;
 - d. human resources; and
 - e. completeness of means and infrastructures.
- (4) Unincorporated LKS can only apply for registration in 1 (one) regency/municipal area.

Article 9

The statement letter as referred to in Article 7 section (2) point f to point i and Article 8 section (2) point f to point i uses the format as specified in the Annex as an integral part of this Ministerial Regulation.

Article 10

The registration of LKS as referred to in Article 5 has functions on the purposes of program planning, guidance and supervision, as well as providing recommendations for LKS.

Paragraph 2

Procedures for Registration

Article 11

- (1) Procedures for the registration of Incorporated LKS and Unincorporated LKS as referred to in Article 7 and Article 8 are carried out by submitting a written registration application addressed to:
 - a. Minister;
 - b. governor; or
 - c. regent/mayor,in accordance with their respective authority.
- (2) Application for the registration mark of LKS as referred to in section (1) is conducted through an online system.

- (3) Procedures for the registration of LKS as referred to in section (2) are carried out by uploading the written application documents in accordance with the requirements.
- (4) In the event that registration through the online system cannot be carried out, the application for the registration mark of LKS as referred to in section (1) may be submitted manually.
- (5) Application as referred to in section (1) is made by completing the registration form and accompanied by evidence of compliance with the requirements.
- (6) Application as referred to in section (1) is made by the registration form for LKS as specified in the Annex as an integral part of this Ministerial Regulation.

Article 12

- (1) The authorized official carries out the verification and validation of the registration application as referred to in Article 11 section (1).
- (2) The official as referred to in section (1) may accept or reject the registration application.
- (3) In the event that registration application is rejected, the official as referred to in section (1) notifies the applicant.
- (4) The application for LKS is rejected in the event that:
 - a. the applicant has not fulfilled the completeness of the requirements; or
 - b. LKS is not engaged in activities related to social welfare.

Article 13

- (1) The Minister, governor, or regent/mayor, in accordance with their respective authority, issues the registration mark within not later than 14 (fourteen) workdays since the registration requirements are declared complete.
- (2) The issuance of the registration mark by the Ministry of Social Affairs may be delegated by the Minister to a primary high-leadership with duties and functions related to LKS.

Article 14

- (1) In addition to obtaining the registration mark as referred to in Article 13, LKS obtain an identification number.
- (2) Identification number as referred to in section (1) may be obtained after the regent/mayor coordinates with the Minister.
- (3) Identification number as referred to in section (1) is issued by the Minister.

Article 15

Procedures for the registration of Incorporated LKS and Unincorporated LKS as referred to in Article 11 to Article 13 are specified in the Annex as an integral part of this Ministerial Regulation.

Article 16

Minister, governor, regent/mayor, in issuing the registration mark, must include the nomenclature “LKS” at the beginning of the institution’s name on the registration mark certificate.

Paragraph 3 Period

Article 17

- (1) Registration mark is granted to LKS for a period of 3 (three) years.
- (2) Unincorporated LKS is given a period of 3 (three) years to become a Incorporated LKS.
- (3) In the event that a Unincorporated LKS has not become a Incorporated LKS within a period of 3 (three) years, the extension of LKS registration mark cannot be granted.
- (4) Incorporated LKS may apply for an extension of the registration mark not later than 3 (three) months before the period of registration mark expires.
- (5) Provisions regarding the procedures for the registration of LKS as referred to in Article 11 to Article 16 applies mutatis mutandis to the extension of the LKS registration mark.
- (6) Continuity of services and legal protection for beneficiaries provided by Unincorporated LKS which cannot be granted an extension of the registration mark as referred to in section (3) and by Incorporated LKS which does not apply for an extension of the registration mark as referred to in section (4) are carried out by the Government, local government in accordance with their authority, and/or Incorporated LKS.
- (7) Registration mark as referred to in section (1) follows the format specified in the Annex as an integral part of this Ministerial Regulation.

Part Two Operational License for Foreign LKS

Article 18

- (1) Foreign LKS intending to implement social welfare in Indonesia must be established as legal entities and originate from or be domiciled in or be registered in a country that has diplomatic relations with Indonesia.
- (2) Foreign LKS intending to implement social welfare within the territory of Indonesia are required to obtain an operational license from the Minister.
- (3) Operational license for Foreign LKS is granted after the LKS obtains a principle permit from the ministry administering government foreign affairs.

Article 19

- (1) Application for an operational license as referred to in Article 18 section (1) is submitted in writing in Bahasa Indonesia by the chairperson or administrators of the Foreign LKS to the Minister through a primary high leadership having a duty and function in foreign cooperation affairs.

- (2) The submission of the application as referred to in section (1) is furnished with at least the following required documents:
 - a. status of the Foreign Social Welfare Institution as a legal entity;
 - b. cooperation or assistance proposal, including activity plans and annual work programs;
 - c. information about local partnerships.
 - d. draft cooperation agreement with the ministry administering government social affairs; and
 - e. permit letter from the minister administering foreign affairs.
- (3) In addition to the required documents as referred to in section (2), the submission of the application for an operational license for a Foreign LKS is furnished with:
 - a. application letter to conduct activities in Indonesia;
 - b. statement letter on the principles, objectives, and activities of a non-profit organization;
 - c. appointment letter for the head of the representative office in Indonesia from the organization's head office;
 - d. recommendation letter from the representative of the country where the organization's head office is domiciled;
 - e. copy of the organization's deed of establishment ratified by the competent authority in the country where the organization is established;
 - f. articles of association and bylaws;
 - g. profile that includes information about the vision, mission, organizational structure, and staff;
 - h. source and amount of available funds;
 - i. funding commitment letter for the Social Welfare Implementation in Indonesia;
 - j. statement letter declaring that funding sources do not originate from unlawful activities and are not used for unlawful activities, as well as are not obtained through fundraising within the territory of the Republic of Indonesia;
 - k. plans and work programs to be carried out with the government of Indonesia in collaboration with accredited LKS in Indonesia.
 - l. planned domicile of representative head office in the capital city or the provincial capital; and
 - m. planned location of the operational office.
- (4) In the event of an operational license extension, in addition to the required documents as referred to in section (2) and section (3), Foreign LKS must submit:
 - a. national bank account number used;
 - b. taxpayer identification number in accordance with the provisions of legislation; and
 - c. reports on programs and activities, as well as financial statements audited by a public accountant for the last 3 (three) years.

Article 20

- (1) Approval or rejection by the Minister of the application for an operational license submitted by Foreign LKS is

coordinated with the minister administering government foreign affairs.

- (2) If the application for an operational license is approved, the Minister issues the operational license for Foreign LKS to carry out their activities in Indonesia.
- (3) Approval or rejection of the operational license as referred to in section (1) may be delegated by the Minister to primary high- leadership who have duties and functions related to foreign cooperation.
- (4) Operational license as referred to in section (2) is in the form of a memorandum of understanding.
- (5) Memorandum of understanding as referred to in section (1) is accompanied by attachments in the form of:
 - a. program directives; and
 - b. master plan of activities for 3 (three) years.

Article 21

- (1) Governor or regent/mayor in accordance with their authority, grants technical permits to Foreign LKS to organize social welfare in their region after Foreign LKS has obtained an operational license from the Minister.
- (2) Further provisions regarding mechanism for granting technical permits to Foreign LKS as referred to in section (1) are determined by the governor or regent/mayor in accordance with their authority.

Article 22

- (1) Operational license as referred to in Article 20 is granted to Foreign LKS for a period of 3 (three) years.
- (2) Operational license as referred to in section (1) may be extended in accordance with the provisions of this Ministerial Regulation.
- (3) The extension of the operational license as referred to in section (2) is submitted by Foreign LKS not later than 3 (three) months before the operational license expires.

Part Three

Rights and Obligations

Article 23

LKS and Foreign LKS have the right to:

- a. manage and administer the organization internal affairs independently and transparently;
- b. obtain intellectual property rights for the name and emblem of LKS and Foreign LKS in accordance with the provisions of legislation;
- c. strive for the ideals and objectives of the organization;
- d. carry out activities to achieve the objectives of the organization;
- e. obtain legal protection for the existence and activities of the organization; and
- f. collaborate with the Government, local governments, private entities, other LKS, and other parties in the context of organizational development and sustainability.

Article 24

- (1) LKS and Foreign LKS are required to:
 - a. register or obtain an operational license in accordance with the provisions of this Ministerial Regulation;
 - b. carry out activities in accordance with the objectives of the organization;
 - c. maintain the unity and cohesion of the nation as well as the integrity of the Unitary State of the Republic of Indonesia;
 - d. comply with the provisions of legislation;
 - e. preserve religious, cultural, moral, ethical, and decency values, as well as provide benefits to society;
 - f. maintain public order and foster peace within the society;
 - g. manage finance transparently and accountably in accordance with the provisions of legislation on non-profit organizations;
 - h. reports activities periodically at least 1 (one) time a year or as needed to the Minister, governor, or regent/mayor in accordance with their respective territorial scope; and
 - i. participate in achieving the objectives of the Unitary State of the Republic of Indonesia.
- (2) In addition to fulfilling the obligations as referred to in section (1), LKS must be accredited in accordance with the provisions of legislation.

Part Four Administrative Sanctions

Article 25

LKS that fail to register as referred to in Article 5 are subject to administrative sanctions in the forms of a written warning or temporary suspension of activities.

Article 26

- (1) Foreign LKS that do not have an operational license as referred to in Article 18 are subject to administrative sanctions in the forms of:
 - a. written warning;
 - b. temporary suspension of activities; and/or
 - c. administrative fine.
- (2) The amount of administrative fines as referred to in section (2) point c is for a maximum of Rp50,000,000.00 (fifty million rupiah).

Article 27

- (1) LKS and Foreign LKS that fail to report their activities periodically shall be subject to administrative sanction in the form of:
 - a. written warning;
 - b. temporary suspension of activities;
 - c. administrative fines; and/or
 - d. revocation of registration mark or operational license.
- (2) The amount of administrative fines as referred to in section (1) point c is for a maximum of Rp100,000,000.00 (one

hundred million rupiah) and is collected by officials authorized by the Minister, governor, or regent/mayor in accordance with their authority and scope of activities as well as deposited into the state treasury.

Article 28

The Administrative sanctions as referred to in Article 25 to Article 27 are determined by the Minister, governor, or regent/mayor in accordance with their authority.

Article 29

The written warning as referred to in Article 25, Article 26 section (1) point a, and Article 27 section (1) point a is issued 3 (three) times with an interval of 14 (fourteen) workdays between the first warning and the subsequent warnings.

Article 30

- (1) in the event that the written warning as referred to in Article 29 is ignored 3 (three) times, LKS or Foreign LKS are subject to administrative sanctions in the form of a temporary suspension of activities.
- (2) Temporary suspension as referred to in section (1) must take into account the continuity of services and the legal protection of beneficiaries.
- (3) The continuity of services and legal protection as referred to in section (2) is carried out by the Government and local governments in accordance with their respective authorities.

Article 31

In the event that the temporary sanction as referred to in Article 30 is disobeyed within 14 (fourteen) workdays, LKS or Foreign LKS are subject to administrative sanctions in the form of an administrative fine.

Article 32

- (1) In the event that the administrators of LKS or Foreign LKS in their capacity as administrators are indicated to have committed a criminal act, LKS or Foreign LKS are immediately subject to sanctions in the form of a temporary suspension of activities.
- (2) The temporary suspension of activities as referred to in section (1) is imposed by the Minister, governor, or regent/mayor in accordance with their respective authority.
- (3) The temporary suspension of activities as referred to in section (1) must take into account the continuity of services and the legal protection of beneficiaries.
- (4) The continuity of services and legal protection for beneficiaries as referred to in section (2) are carried out by the Government and local governments in accordance with their respective authority.
- (5) If the administrators of LKS are proven to have committed a criminal act based on a court decision, LKS are subject

to sanction in the form of the revocation of its registration mark.

- (6) If the administrators of Foreign LKS are proven to have committed a criminal act under a court decision, Foreign LKS are subject to sanction in accordance with the provisions of legislation.
- (7) The administrators of LKS or Foreign LKS as referred to in section (4) and section (5) are prohibited from serving as administrators for LKS or Foreign LKS.

CHAPTER III INSTITUTIONAL AND SERVICE STANDARDS

Article 33

LKS must comply with institutional standards and service standards related to social welfare.

Article 34

The institutional standards as referred to in Article 33 consist of:

- a. the institutional status of LKS;
- b. vision and mission;
- c. legality;
- d. social welfare service programs;
- e. organizational structure;
- f. human resources;
- g. means and infrastructure; and
- h. availability of funds, operational management, and accountability.

Article 35

The institutional status of LKS as referred to in Article 34 point a includes being a legal entity or a non-legal entity.

Article 36

The vision and mission as referred to in Article 34 point b serve as the foundation for the Social Welfare Implementation that LKS aims to achieve.

Article 37

- (1) The legality as referred to in Article 34 point c for Incorporated LKS includes:
 - a. articles of association and bylaws
 - b. deed of establishment of LKS by a notary and ratified by the ministry administering government affairs in the field of law;
 - c. domicile certificate
 - d. registration mark;
 - e. taxpayer identification number; and
 - f. bank account number.
- (2) The legality as referred to in Article 34 point c for Unincorporated LKS includes:
 - a. articles of association and bylaws;
 - b. deed of establishment of LKS by notary;
 - c. registration mark from the ministry administering government home affairs

- d. domicile certificate; and
- e. registration mark.

Article 38

The social welfare service program as referred to in Article 34 point d is implemented in accordance with the provisions of legislation.

Article 39

- (1) Organizational structure as referred to in Article 34 point e at least consists of:
 - a. chairperson;
 - b. administrative division; and
 - c. technical division.
- (2) Chairperson and the technical division as referred to in section (1) point a and point c must have an understanding of the social welfare service programs organized by LKS.
- (3) Administrative division as referred to in section (1) point b includes the secretary and treasurer.

Article 40

- (1) Human resources as referred to in Article 34 point f include:
 - a. administrative personnel;
 - b. technical personnel; and
 - c. supporting personnel.
- (2) Human resources in administrative division as referred to in section (1) point a consist of:
 - a. personnel affairs;
 - b. household affairs;
 - c. correspondence affairs; and/or
 - d. financial affairs.
- (3) Human resources in technical division as referred to in section (1) point b include:
 - a. Social Worker;
 - b. social welfare personnel;
 - c. social volunteer;
 - d. social counsellor;
 - e. medical personnel or nurses;
 - f. psychology personnel;
 - g. instructor personnel;
 - h. religious personnel;
 - i. psychiatrist personnel; and
 - j. physiotherapy personnel.
- (4) Every LKS must have at least 1 (one) Social Worker.
- (5) Human resources in technical division apart from Social Workers as referred to in section (3) may come from collaboration and/or referrals.
- (6) Human resources in supporting division as referred to in section (1) point c consists of:
 - a. cook;
 - b. security guard;
 - c. cleaning service;
 - d. gardener;
 - e. mortuary attendant;
 - f. laundry worker; and/or

- g. driver.

Article 41

Means and infrastructures as referred to in Article 34 point g at least include:

- a. office area;
- b. technical service room;
- c. public service room;
- d. supporting equipment for LKS; and
- e. transportation.

Article 42

- (1) LKS must have independent funding either from within organization or from outside organization to manage the Social Welfare Implementation.
- (2) Independent funding as referred to in section (1) may come from donors, corporate social responsibility, and the society.

Article 43

- (1) The availability of funds is required to be used for the purposes of the Social Welfare Implementation in accordance with the registration mark.
- (2) Funds as referred to in section (1) are managed in an orderly manner, in accordance with proper financial management practices that are professional, transparent, and accountable, while taking into consideration the interests of service recipients.
- (3) The management of fund utilization as referred to in section (2) includes all activities such as planning and accountability of funds.

Article 44

Accountability and reporting on fund management are conducted periodically, transparently, and accountably in accordance with proper professional financial management practices.

Article 45

Service standards in social welfare as referred to in Article 33 consist of the followings divisions:

- a. social rehabilitation;
- b. social security;
- c. social empowerment; and
- d. social protection.

Article 46

Institutional standards and service standards for LKS that provide services related to social welfare as referred to in Article 34 and Article 35 are determined by the Minister.

CHAPTER IV AUTHORITY

Article 47

- (1) Government, provincial government, and regency/municipal government have the authority in administering LKS.
- (2) Authority for administering LKS by the Government as referred to in section (1) is carried out by the Minister.
- (3) Authority for administering LKS by the provincial government as referred to in section (1) is carried out by the governor.
- (4) Authority for administering LKS by regency/municipal government as referred to in section (1) is carried out by the regent/mayor.

Article 48

The minister in carrying out the administration of LKS has authority to:

- a. issue a registration mark for LKS whose scope of working area covers more than 1 (one) province;
- b. issue an operational license for Foreign LKS after consultation and coordination with the minister administering government foreign affairs;
- c. provide national data on LKS and Foreign LKS;
- d. formulate and disseminate policies on LKS;
- e. establish institutional standards and service standards for LKS;
- f. enhance the capacity of LKS institutions and human resources;
- g. carry out accreditation for LKS;
- h. impose administrative sanctions in accordance with its authority;
- i. leverage partnerships with Foreign LKS, foreign aids and grants;
- j. guidance and supervision; and
- k. monitoring and evaluation.

Article 49

The governor in carrying out the organization of LKS has authority to:

- a. coordinate regional apparatuses in the implementation of policies, programs, and LKS activities;
- b. issue a registration mark for LKS whose scope of working area covers more than 1 (one) regency/municipality;
- c. grant technical permits to Foreign LKS to conduct social welfare in their region after the Foreign LKS has obtained operational license from the Minister;
- d. provide data on LKS and Foreign LKS at the provincial level;
- e. implement LKS policies;
- f. provide recommendations for meeting accreditation requirements;
- g. strengthen the institutional capacity and human resources of LKS at the provincial and regency/municipal levels;

- h. impose administrative sanctions within the scope of its authority;
- i. guide and supervise LKS at the regency/municipal level;
- j. monitor and evaluate LKS at the regency/municipality level;
- k. collaborate with other provinces and regencies/municipalities in implementing policies, programs, and activities of LKS in accordance with the provisions of legislation; and
- l. disseminate policies related to LKS.

Article 50

The regent/mayor in carrying out the organization of LKS has authority to:

- a. coordinate regional apparatuses in the implementation of policies, programs, and activities of LKS;
- b. issue a registration mark for LKS whose scope of working area covers more than 1 (one) regency/municipality;
- c. grant operational license to Foreign LKS to conduct social welfare in their region after the Foreign LKS has obtained operational license from the Minister;
- d. carry out data collection on LKS and Foreign LKS;
- e. disseminate policies related to LKS.
- f. implement policies on the utilization of LKS;
- g. provide recommendations for fulfilling accreditation requirements;
- h. impose administrative sanctions within the scope of its authority;
- i. strengthen the institutional capacity and human resources of LKS at the regency/municipality level;
- j. implement the utilization of Foreign LKS partnerships including foreign aids and grants.
- k. carry out guidance and supervision; and
- l. conduct monitoring and evaluation.

CHAPTER V GUIDANCE DAN SUPERVISION

Part One Guidance

Article 51

- (1) Minister provides guidance to LKS in implementing programs and activities of LKS at the national level.
- (2) Governor provides guidance to LKS in implementing programs and activities of LKS at the provincial level.
- (3) Regent/mayor provides guidance to LKS in implementing programs and activities of LKS at the regency/municipal level.

Article 52

Technical guidance at the provincial and regency/municipal levels is carried out by local apparatuses administering government social affairs under the coordination of the governor and regent/mayor in accordance with their respective jurisdictions.

Article 53

Guidance as referred to in Article 51 and Article 52 is carried out in the form of:

- a. institutional strengthening;
- b. capacity building for LKS human resources;
- c. providing education and training for LKS administrators; and
- d. Encouraging certification for LKS administrators.

Part Two
Supervision

Article 54

- (1) Supervision of the implementation of LKS activities is carried out by the Minister, governor, and regent/mayor.
- (2) Supervision as referred to in section (1) is carried out with the provisions of legislation.

Article 55

- (1) Public may carry out supervision as a form of participation to evaluate the performance of LKS within their respective areas.
- (2) Supervision as referred to in section (2) is carried out in the form of complaints through:
 - a. command center of the Ministry of Social Affairs;
 - b. official social media of the Ministry of Social Affairs;
 - c. website lapor.go.id;
 - d. mass media;
 - e. website whistle-blowing system; and/or
 - f. other media.

CHAPTER VI
MONITORING, EVALUATION, AND REPORTING

Part One
Monitoring and Evaluation

Article 56

- (1) To ensure synergy, continuity, and the effectiveness of integrated measures in the implementation of policies, programs, and activities for the development of LKS, Government, provincial government, and regency/municipal government conduct monitoring.
- (2) Monitoring as referred to in section (1) aims to identify progress and obstacles in the implementation of policies, programs, and activities for the development of LKS.
- (3) Monitoring is carried out periodically through the coordination and direct supervision of regional work units implementing policies, programs, and the development of LKS.

Article 57

- (1) Evaluation of the implementation of policies, program and activities for the development of LKS is carried out annually

by the Minister, governor, and regent/mayor in accordance with their respective authority.

- (2) Results of the evaluation of the implementation of policies, programs, and activities for the development of LKS are used as input for the formulation of policies, programs, and activities for the following year.

Article 58

Monitoring and evaluation are carried out as a form of accountability, compliance, and quality control in the Social Welfare Implementation conducted by LKS.

Part Two Reporting

Article 59

- (1) Every LKS and Foreign LKS is required to prepare a written report on the implementation of activities 1 (one) time a year or as needed.
- (2) Activity implementation report for LKS as referred to in section (1) includes:
 - a. the implementation of activities;
 - b. finance;
 - c. a list of donors and the amount of donations from domestic and foreign sources;
 - d. human resources;
 - e. assets; and
 - f. means and infrastructures.
- (3) Activity implementation report for Foreign LKS as referred to in section (1) includes:
 - a. the implementation of activities;
 - b. finance;
 - c. a list of donors and the amount of donations from foreign sources;
 - d. human resources;
 - e. assets; and
 - f. means and infrastructures.
- (4) Report format as referred to in section (1) is specified in the Annex as an integral part of this Ministerial Regulation.

Article 60

- (1) Regent/mayor submits a report on the administration of LKS and Foreign LKS in their region to the Governor.
- (2) Governor submits a report on the administration of LKS and Foreign LKS in their region to the Minister and/or the minister administering government home affairs.
- (3) Reporting as referred to in section (1) and section (2) is carried out at least 1 (one) time a year or as needed.

CHAPTER VII AWARD

Article 61

- (1) LKS that demonstrate extraordinary achievements and have a significant impact on the success of Social Welfare

Implementation can be given awards and support from the Government.

- (2) The awards as referred to in section (1) are given in the form of certificates, plaques, medals, stars, service medals, and/or other forms in accordance with the provisions of legislation.
- (3) Support as referred to in section (1) includes facilitation and guidance for Social Welfare Implementation, provision of stimulants, institutional development and strengthening, training, and/or experts.

CHAPTER VIII FUNDING

Article 62

Funding for the implementation of LKS activities comes from:

- a. State Budget;
- b. local budget; and/or
- c. other sources of funding that are legal and nonbinding in accordance with the provisions of legislation.

CHAPTER IX TRANSITIONAL PROVISION

Article 63

At the time this Ministerial Regulation comes into force LKS that already have a registration mark prior to this Ministerial Regulation comes into force, not later than 1 (one) year must comply with this Ministerial Regulation.

CHAPTER X CLOSING PROVISIONS

Article 64

At the time this Ministerial Regulation comes into force:

- a. Regulation of the Minister of Social Affairs Number 184 of 2011 on Social Welfare Institutions (State Bulletin of the Republic of Indonesia of 2011 Number 913); and
- b. Regulation of the Minister of Social Affairs Number 22 of 2016 on National Standard for Social Welfare Institutions (State Bulletin of the Republic of Indonesia of 2016 Number 1778), are repealed and declared ineffective.

Article 65

This Ministerial Regulation comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Ministerial Regulation by its placement in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta
on 18 December 2024

MINISTER OF SOCIAL AFFAIRS OF THE
REPUBLIC OF INDONESIA,

Signed

SAIFULLAH YUSUF

Promulgated in Jakarta
on 23 December 2024

DIRECTOR GENERAL OF
LEGISLATION OF
THE MINISTRY OF LAW OF THE REPUBLIC OF INDONESIA,

signed

DHAHANA PUTRA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2024 NUMBER 988

Jakarta, 27 August 2025
Has been translated as an Official Translation
on behalf of Minister of Law
of the Republic of Indonesia
DIRECTOR GENERAL OF LEGISLATION,

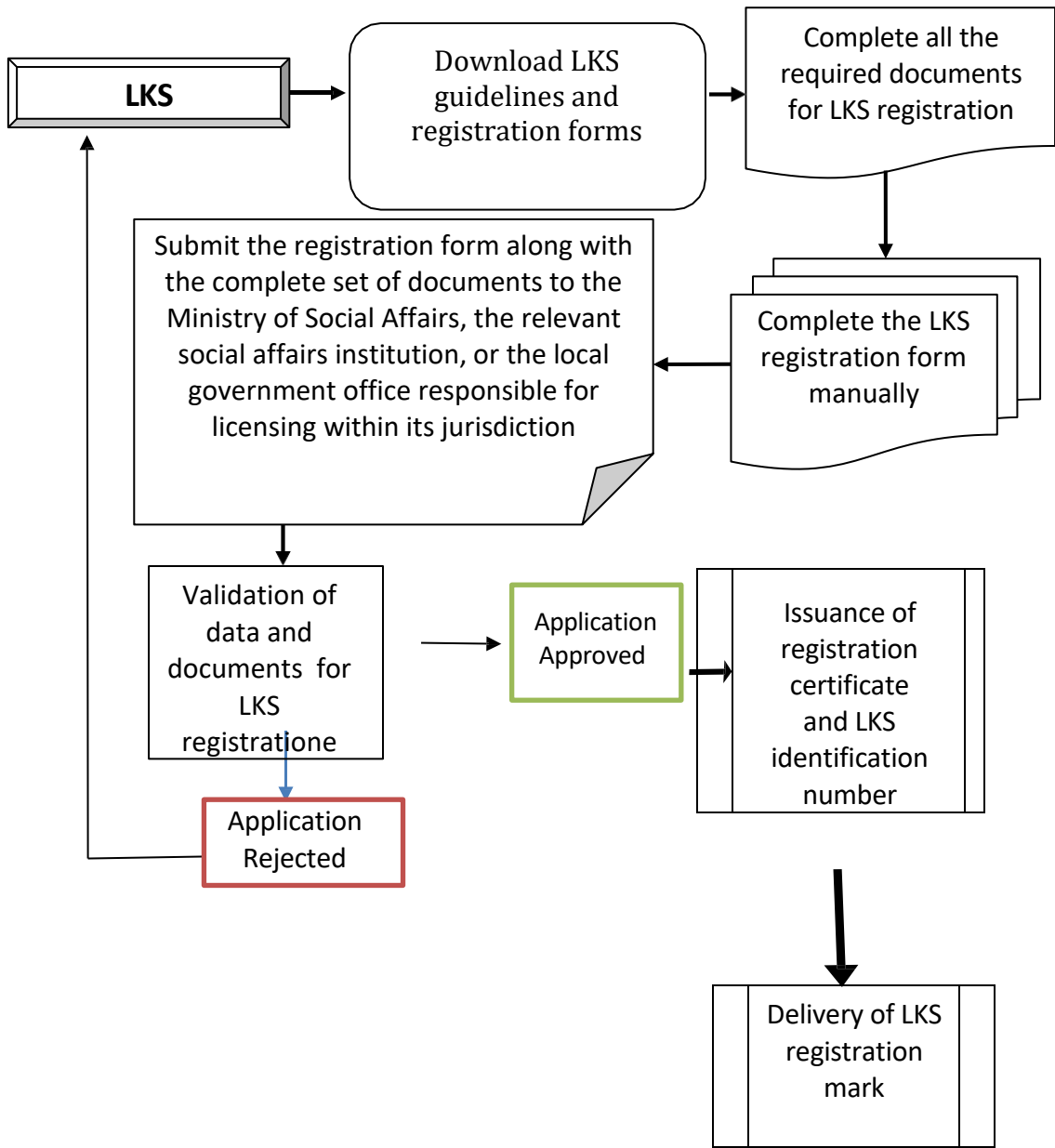


DHAHANA PUTRA

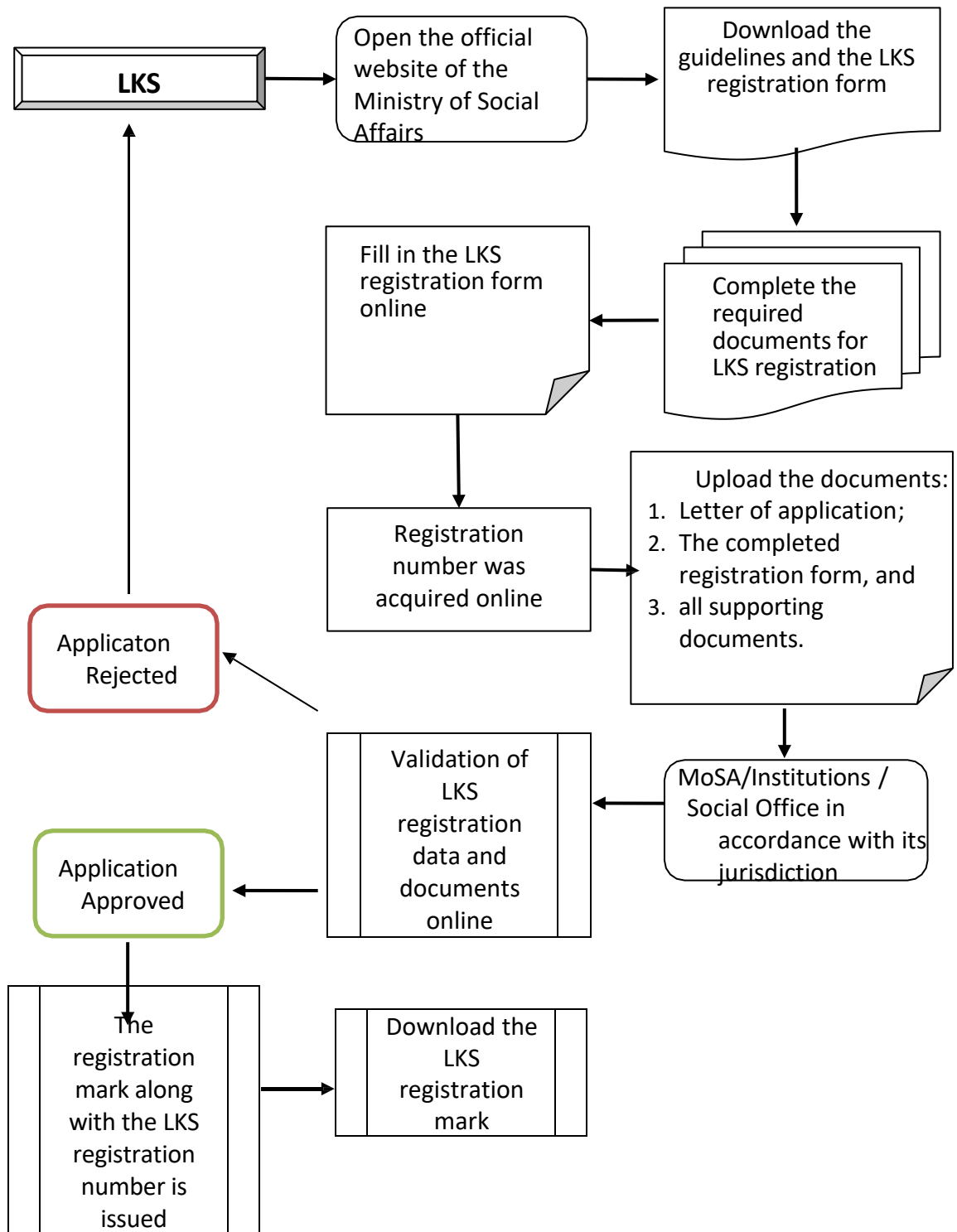
ANNEX
REGULATION OF THE MINISTER
OF SOCIAL AFFAIRS OF THE
REPUBLIC OF INDONESIA
NUMBER 5 OF 2024 ON
SOCIAL WELFARE INSTITUTIONS

REGISTRATION AND REPORTING OF SOCIAL WELFARE INSTITUTIONS

A. LKS REGISTRATION PROCESS
1. OFFLINE REGISTRATION MECHANISM



2. ONLINE REGISTRATION MECHANISM



B. LKS REGISTRATION FORM FORMAT

 MINISTRY OF SOCIAL AFFAIRS OF THE REPUBLIC OF INDONESIA	LKS REGISTRATION FORM
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APPLICANT INFORMATION

0010 Name of the registered LKS

0020 LKS DomicileProvince.....Regency/Municipality.....
.....

0030 Name of the applicant

0040 Position in the LKS

0050 Telephone / Mobilephone

Number

0060 E-mail address

PART I. LKS GENERAL DATA

1010 LKS Name

1020 LKS Abbreviation

1030 LKS Address

a. Street/number/RT/RW

b. Village / Sub-urban

c. Sub-district

d. Regency / Municipality

e. Postal Code

f. Province

1040 Telephone, Fax, E-mail, Site, Social Media

a. Telephone ☐ None ☐ If available, number.....

b. Fax ☐ None ☐ If available number.....

c. E-mail ☐ None ☐ If available, write.....

d. Site / Website ☐ None ☐ If available, write

e. Social Media ☐ None ☐ If available, write

1050 LKS Establishment

a. Place of Establishment

b. Date of Establishment Date Month Year

c. Notary Deed Number

1060 LKS Management

a. Name of chairperson

Address

Telephone/Mobile phone number

b. Name of Secretary

Address

Telephone/Mobile phone number

c. Name of Treasurer

Address

Telephone/Mobile phone number

PART II. LKS IDENTITY/CHARACTERISTICS

- 2010 LKS Vision ☐ None ☐ Available
Write
- 2020 LKS Mission ☐ None ☐ Available
Write
- 2030 LKS Objective ☐ None ☐ Available
Write
- 2040 LKS Status ☐ Incorporated LKS ☐ Unincorporated LKS
- 2050 LKS Services ☐ Operational LKS ☐ Non-Operational LKS
- 2060 LKS Position ☐ Central LKS ☐ Branch LKS ☐ Local LKS
- 2070 Scope of Work ☐ National ☐ Province ☐ Regency/
Municipality

PART III. LKS LEGALITY

- 3010 Regulation/Articles of Association ☐ None ☐ Available
- 3020 Regulation/Bylaws ☐ None ☐ Available
- 3030 Deed of Establishment ☐ Incorporated LKS ☐ Unincorporated LKS
- 3031 Deed of Establishment for Unincorporated Entity LKS ☐ None ☐ Available, in the form of a notarial deed
a. Notary Name
b. Deed Number/Date
c. Registration Certificate Number
- 3032 Deed of Establishment for Incorporated LKS ☐ None ☐ Available, in the form of a notarial deed
a. Notary Name
b. Deed Number/Date.....
c. Deed of Establishment Registration Number ☐ None ☐ Available, number :
d. State Gazette Number ☐ None ☐ Available, number :
3040 LKS Domicile Certificate ☐ None ☐ Available, from :
3050 LSK Registration Mark ☐ None ☐ Available from institution/office
Name of Institution/Office
Number..... /Effective date
- 3060 Taxpayer Identification Number for LKS ☐ None ☐ Available, number.....
- 3070 LKS Bank Account Information ☐ None ☐ Available, at the bank.....
Bank Name/account number
Account holder's name.....

PART IV. LKS PROGRAMS AND ACTIVITIES

- 4010 Service Target (multiple answers possible)
- a. Individuals ☐ No ☐ Yes
- b. Families ☐ No ☐ Yes
- c. Groups ☐ No ☐ Yes
- d. Communities ☐ No ☐ Yes
- 4020 Social Issues Categories Addressed by LKS (multiple answers possible)
- a. Poverty ☐ No ☐ Yes
- b. Neglect ☐ No ☐ Yes
- c. Disabilities ☐ No ☐ Yes
- d. Remoteness ☐ No ☐ Yes
- e. Persons with Social Deviance Issues ☐ No ☐ Yes
- f. Victims of Disasters ☐ No ☐ Yes
- g. Victims or Violence, Exploitation, and Discrimination ☐ No ☐ Yes
- h.

4030

Categories of services/activities of LKS in social welfare sector (multiple answers possible)

a. Social Rehabilitation

☐ No ☐ Yes

b. Social Empowerment

☐ No ☐ Yes

c. Social Protection

☐ No ☐ Yes

d. Social Security

☐ No ☐ Yes

4040

Categories of services/activities of LKS outside social welfare sector (multiple answers possible)

a. Education

☐ None ☐ Available in the form of

b. Health

☐ None ☐ Available in the form of

c. Religious Affairs

☐ None ☐ Available in the form of

d.

☐ None ☐ Available in the form of

e.

☐ None ☐ Available in the form of

4050

LKS services system (multiple answers possible)

a. Services system within institutions

☐ None ☐ Yes

b. Services system outside institutions

☐ None ☐ Yes

c. Others

☐ None ☐ Yes

4060

Services location

☐ Available in 1 regency/municipality

☐ Available in more than 1 regency/municipality

☐ Available in 1 province

☐ Available in more than 1 province

Write the Location

.....

PART V. LKS RESOURCES

5010

Infrastructure and Facilities

5011

LKS Office Building Infrastructure

☐ None

☐ Available with status:

☐ Own

☐ lease

borrow

☐

Others

5012

LKS-owned Office Facilities

a. Signboard

☐ None ☐ Available

b. Data board

☐ None ☐ Available

c. Office equipment

☐ None ☐ Inadeqaute ☐ complete

5013

LKS Technical Service Facilities

a. Counseling room

☐ None ☐ Available

b. Diagnostic room

☐ None ☐ Available

c. Others,

5014

LKS Public Service Facilities

a. Dining area

☐ None ☐ Available

b. Health room

☐ None ☐ Available

c. Others,

5015

LKS Supporting Facilities

a. Communication equipment

☐ None ☐ Available

b. Electrical installation

☐ None ☐ Available

c. Others,

5016

Transportation

a. Car

☐ None ☐ Available

b. Motorcycle

☐ None ☐ Available

c. Others,

5017

Social Welfare Services Facilities:

Categories of Social Services

Number of beneficiaries

a. Social Services for Toddlers

☐ Within institution ☐ Outside institution

Person(s)

b. Social Services for Children

☐ Within institution ☐ Outside institution

Person(s)

c. Social Services for Persons with Disabilities

☐ Within institution ☐ Outside institution

Person(s)

d. Social Services for the Elderly

☐ Within institution ☐ Outside institution

Person(s)

e.	Social Services for Persons with Social Deviance Issues	<input type="checkbox"/> Within institution	<input type="checkbox"/> Outside institution	<input type="text"/> Person(s)
f.	Social Services for Victims of Violence	<input type="checkbox"/> Within institution	<input type="checkbox"/> Outside institution	<input type="text"/> Person(s)
g.	Social Services for Victims of Drug Abuse	<input type="checkbox"/> Within Institution	<input type="checkbox"/> Outside institution	<input type="text"/> Person(s)
h.	Social Services for Victims of Disaster	<input type="checkbox"/> Within Institution	<input type="checkbox"/> Outside institution	<input type="text"/> Person(s)
i.	Social Services for the Poor	<input type="checkbox"/> Within institution	<input type="checkbox"/> Outside institution	<input type="text"/> Person(s)
5018 Other Service Facilities				
a.			<input type="text"/> Person(s)
b.			<input type="text"/> Person(s)
c.			<input type="text"/> Person(s)
d.			<input type="text"/> Person(s)
e.			<input type="text"/> Person(s)
5019 LKS entrepreneurship facilities supporting activities				
a.			
b.			
c.			
d.			
e.			
5020 Human Resources				
5021 Structure of Organization				
a.	LKS Advisor			<input type="text"/> Total Person(s)
b.	LKS Management			<input type="text"/> Person(s)
c.	LKS Supervisor			<input type="text"/> Person(s)
d.	Others			<input type="text"/> Person(s)
5022 Executing Personnel				
a.	Social Worker			<input type="text"/> Person(s)
b.	Others technical personnel			<input type="text"/> Person(s)
c.	Administration division personnel			<input type="text"/> Person(s)
d.	Supporting division personnel			<input type="text"/> Person(s)
e.	Others			<input type="text"/> Person(s)
5030 Source of funds				
5031 LKS source of funds comes from working capital and entrepreneurship				
a.	Initial capital	<input type="checkbox"/> None	<input type="checkbox"/> Available	
b.	Membership contribution	<input type="checkbox"/> None	<input type="checkbox"/> Available	
c.	Entrepreneurship income	<input type="checkbox"/> None	<input type="checkbox"/> Available	
5032 LKS source of funds comes from public donations				
a.	Donors aids	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	<input type="checkbox"/> Both
b.	Private sector funding	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	<input type="checkbox"/> Both
c.	Community <i>zakat</i>	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	<input type="checkbox"/> Both
5033 LKS source of funds comes from				
a.	Social institutions	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	<input type="checkbox"/> Both
b.	Private sector	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	<input type="checkbox"/> Both
c.	Government	<input type="checkbox"/> Government	<input type="checkbox"/> Local Government	
5034 Others source of funds				
a.	<input type="checkbox"/> Domestic	<input type="checkbox"/> International	<input type="checkbox"/> Both

b. ☐ Domestic ☐ International ☐ Both

PART VI. LKS NETWORK

6010 LKS Network with social institutions

a. Domestic social institutions ☐ None ☐ Available, with:
1.
2.
3.

b. International social institutions ☐ None ☐ Available, with:
1.
2.
3.

6020 LKS Network with higher education institutions

a. Domestic higher education institutions ☐ None ☐ Available, with:
1.
2.
3.

b. International higher education institutions ☐ None ☐ Available, with:
1.
2.
3.

6030 LKS Network with private sectors

a. Domestic private sectors ☐ None ☐ Available, with:
1.
2.
3.

b. International private sectors ☐ None ☐ Available, with:
1.
2.
3.

6040 LSK Network with government/local government

a. Government ☐ None ☐ Available, with:
1.
2.
3.

b. Local government ☐ None ☐ Available, with:
1.
2.
3.

PART VII. SUPPORTING DOCUMENTS

7010 Supporting document for Incorporated LKS

7011 articles of association and bylaws; ☐ None ☐ Available

7012 deed of establishment ☐ None ☐ Available

7013 domicile certificate from the urban village/rural village head or equivalent ☐ None ☐ Available

7014 taxpayer identification number for incorporated LKS ☐ None ☐ Available

7015 certification of legal establishment issued by the ministry administering government affairs in the field of law; ☐ None ☐ Available

7016 LKS organizational structure ☐ None ☐ Available

7017 LKS Address, phone number, website, and social media ☐ None ☐ Available

7018 resident identity card and phone number of LKS management ☐ None ☐ Available

7019 drug-free certificate for LKS management ☐ None ☐ Available

7020 statement letter of no disputes in management or pending court cases ☐ None ☐ Available

7021 statement letter of willingness to report activities ☐ None ☐ Available

7022 statement letter of source of funds does not come from illegal activities and is not used for illegal activities; and ☐ None ☐ Available

7023	neighbor's consent statement letter	<input type="checkbox"/> None	<input type="checkbox"/> Available
7024	Proposal consists of :	<input type="checkbox"/> None	<input type="checkbox"/> Available
	a. LKS programs and activities;	<input type="checkbox"/> None	<input type="checkbox"/> Available
	b. working capital for the implementation of activities;	<input type="checkbox"/> None	<input type="checkbox"/> Available
	c. LKS account number;	<input type="checkbox"/> None	<input type="checkbox"/> Available
	d. human resources; and	<input type="checkbox"/> None	<input type="checkbox"/> Available
	e. complete facilities and infrastructure.	<input type="checkbox"/> None	<input type="checkbox"/> Available
7030	Supporting document for Unincorporated LKS		
7031	articles of association and bylaws;	<input type="checkbox"/> None	<input type="checkbox"/> Available
7032	deed of establishment issued by notary	<input type="checkbox"/> None	<input type="checkbox"/> Available
7033	domicile certificate from the urban village/rural village head or equivalent	<input type="checkbox"/> None	<input type="checkbox"/> Available
7034	taxpayer identification number for incorporated LKS	<input type="checkbox"/> None	<input type="checkbox"/> Available
7035	certification of legal establishment issued by the ministry administering government home affairs;	<input type="checkbox"/> None	<input type="checkbox"/> Available
7036	LKS organizational structure	<input type="checkbox"/> None	<input type="checkbox"/> Available
7037	LKS address, phone number, website, and social media	<input type="checkbox"/> None	<input type="checkbox"/> Available
7038	resident identity card and phone number of LKS management	<input type="checkbox"/> None	<input type="checkbox"/> Available
7039	drug-free certificate for LKS management	<input type="checkbox"/> None	<input type="checkbox"/> Available
7040	statement letter of no disputes in management or pending court cases	<input type="checkbox"/> None	<input type="checkbox"/> Available
7041	statement letter of willingness to report activities	<input type="checkbox"/> None	<input type="checkbox"/> Available
7042	statement letter of source of funds does not come from illegal activities and is not used for illegal activities; and	<input type="checkbox"/> None	<input type="checkbox"/> Available
7043	neighbor's consent statement letter	<input type="checkbox"/> None	<input type="checkbox"/> Available
7044	proposal containing :	<input type="checkbox"/> None	<input type="checkbox"/> Available
	a. LKS programs and activities;	<input type="checkbox"/> None	<input type="checkbox"/> Available
	b. working capital for the implementation of activities;	<input type="checkbox"/> None	<input type="checkbox"/> Available
	c. LKS account number;	<input type="checkbox"/> None	<input type="checkbox"/> Available
	d. human resources; and	<input type="checkbox"/> None	<input type="checkbox"/> Available
	e. complete facilities and infrastructure.	<input type="checkbox"/> None	<input type="checkbox"/> Available

C. LKS REGISTRATION GUIDELINES

1. Mechanism

- Applicants may obtain the LKS registration guidelines and form from the Ministry of Social Affairs website for prior study.
- Prepare the supporting documents as required by the LKS registration requirements.
- Visit the LKS registration website; the applicant will first be prompted to fill in the identity data.
- If the identity data is complete, the applicant will receive a password.
- The LKS registration form is divided into 7 (seven) parts, namely:
 - Part I : LKS General Data
 - Part II : LKS Identity/Characteristics
 - Part III : LKS Legality
 - Part IV : LKS Programs and Activities
 - Part V : LKS Resources
 - Part VI : LKS Networks
 - Part VII : Supporting Documents

- f. Applicants are required to fill in the statements asked in each part, with the following notes:
 - 1) Every question must be answered comprehensively.
 - 2) If any part has unanswered questions, the applicant cannot proceed to the next section.
 - g. After all parts are filled correctly, submission can be made online.
 - h. For offline registration, the applicant may personally or by post submit the registration form and complete documents to the Ministry of Social Affairs, the social affairs institutions, or the local licensing office according to the jurisdiction.
 - i. The applicant will receive confirmation that the application has been successfully submitted.
 - j. The officers at the Ministry of Social Affairs, the social affairs institutions, or the local licensing office will validate the submitted documents.
 - k. Social sector institutions or regional apparatuses that provide licensing services at the provincial/regency/municipal level coordinate with the Ministry of Social Affairs to obtain an LKS registration number.
 - l. Ministry of Social Affairs will issue the LKS registration number.
 - m. Officers from the Ministry of Social Affairs, social affairs institutions, or local government responsible for licensing services at the provincial/regency/municipality level issue the LKS registration mark following their authority.
 - n. The applicant may download the LKS registration certificate.
2. Instructions for Completing the LKS Registration Form
- a. The registration form is an input of data that portrays the LKS's profile and condition, and serves as a basis for determining its status and scope of services.
 - b. Answer all questions in the columns provided.
 - c. For multiple-choice questions, mark the appropriate answer by placing an [X] in the designated column.
 - d. More than one answer may be chosen if applicable.
 - e. If the provided answer space is insufficient, write the additional details on a separate sheet and attach it.
 - f. Review all entries to ensure all questions are answered and the data are accurate.

3. Explanation of the LKS Registration Form Contents

No.	Questions	Explanations
APPLICANT INFORMATION		
No.	Questions	Explanations
0010	Name of the registered LKS	LKS full name, according to the deed of establishment
0020	LKS Domicile	LKS Address
0030	Name of applicant	Name of person completing the registration form
0040	Position in the LKS	Position of person completing the registration form
0050	Telephone/Mobile Phone Number	Phone number of person completing the registration form
0060	E-mail address	E-mail address of person completing the registration form
I.	LKS GENERAL DATA	

No.	Questions	Explanations
1010	LKS name	LKS full name, according to the deed of establishment.
1020	LKS name abbreviation	The abbreviation of the LKS name used
1030	LKS Address	The address of LKS Secretariat.
1040	Telephone/Mobile Phone Number, Fax, E-mail, Site/website, social media	Phone number/mobile phone number, fax, e-mail address, site/website, and social media of LKS secretariat
1050	Place, date of establishment and number of deed of establishment	Name of the place where the LKS was established and the date following the deed of establishment, or the date designated as the LKS anniversary, as well as the number listed in the deed of establishment.
1060	LKS management	LKS management, accompanied by resident identity card copy.
	a. Chairperson	Name, address, and telephone/mobile phone number of Chairperson
	b. Secretary	Name, address, and telephone/mobile phone number of Secretary
	c. Treasurer	Name, address, and telephone/mobile phone number of Treasurer
II.	IDENTITY / CHARACTERISTICS	
2010	LKS Vision	Vision is a statement describing the situation and characteristics that an organization or institution aims to achieve at a far future point in time. The vision is expressed by promising an ideal condition that should occur for the organization.
2020	LKS Mission	Mission is a statement that contains the actions that must be carried out as a tangible and important effort to realize the organization's vision.
2030	Objectives	LKS objectives, as stated in the deed of establishment or the LKS Articles of Association.
2040	Legal entity status	LKS legal entity status
	1. Incorporated LKS	Having a notarial deed that has been legalized by the ministry administering government affairs in the field of law.
	2. Unincorporated LKS	Having a certificate of registration issued by the ministry administering government home affairs.

No.	Questions	Explanations
2050	Characteristics of LKS service delivery	<ol style="list-style-type: none"> 1. Operational LKS, namely LKS, provides direct services to assisted residents/clients/service recipient; or 2. Non-operational LKS, namely LKS that does not provide direct services to assisted residents/clients/service recipient.
2060	Position	Position in the LKS.
	a. LKS Head Office	If there is branch offices in other regions.
	b. LKS Branch Office	If it is under the head office.
	c. LKS Local Office	If it operates independently (does not have center office or branch office).
2070	Scope of work	LKS scope of work.
	a. National	The scope of work is more than 1 (one) province.
	b. Province	The scope of work covers the provincial level, meaning it carries out social welfare activities in more than 1 (one) regency/municipality.
	c. Regency/municipality	The scope of work covers the regency/municipality level, meaning it carries out social welfare activities in more than 1 (one) regency/municipality in the local province.
III.	LKS LEGALITY	
3010	Article of association	LKS Regulation/Article of association
3020	Bylaws	LKS Regulation/Bylaws
3030	Deed of establishment	Deed of establishment for Incorporated LKS or Unincorporated Entity LKS
3031	Unincorporated Entity LKS	<ol style="list-style-type: none"> 1. Notarial Deed 2. Certificate of registration issued by the ministry administering government home affairs.
3032	Incorporated LKS	<ol style="list-style-type: none"> 1. Notarial Deed 2. Ratification of the establishment of a legal entity by the ministry administering government affairs in the field of law.
3040	Domicile Certificate	Domicile statement of the LKS secretariat issued by the urban village head/rural village head/other local authority.
3050	Registration Mark	Registration mark owned by LKS, including the name of the issuing institution, registration number, and effective date.
3060	Taxpayer Identification Number	Taxpayer Identification Number in the name of LKS, issued by the Local Tax Office.

No.	Questions	Explanations
3070	Bank Account	Bank account in the name of LKS, including the bank name, account number, and account holder's name.
IV.	LKS PROGRAMS AND ACTIVITIES	
4010	Services targets a. individual; b. family; c. group; and/or d. community.	LKS can reach more than one service target.
4020	Social issues categories addressed by LKS: a. Poverty; b. Neglect; c. Disability; d. Remoteness; e. Persons with social deviance issues; f. Victims of Disaster; and/or g. Victims of Violence, exploitation and discrimination	LKS can provide services for more than one category/priority of social issues
4030	Services categories	LKS can provide more than one category of service
	a. Social rehabilitation	Social rehabilitation is intended to restore and develop the abilities of individuals experiencing social dysfunction so that they can perform their social functions properly.
	b. Social security	Social security is intended to: (a) ensure that the basic needs of the poor, neglected orphans, neglected elderly, persons with physical disabilities, mental disabilities, both physical and mental disabilities, and chronic disease survivors facing socio-economic difficulties are met. (b) honor veterans, pioneers of independence, and the families of national heroes for their services.

	c. Social empowerment	Social empowerment is intended to: (a) empower individuals, families, groups, and communities experiencing social welfare issues so that they can meet their needs independently. (b) enhance the participation of institutions and/or individuals as potential resources in the implementation of social welfare.
	d. Social protection	Social protection is intended to prevent and address the risks of social shocks and vulnerabilities experienced by individuals, families, groups, and/or communities so that their survival can be ensured following minimum basic needs.
4040	Categories of LKS activities outside the social welfare sector	Categories of activities carried out by LKS outside the social welfare sector, such as education, religion, health, economy, and others.
4050	Services system used by LKS	The services system used by LKS.
	a. Services system within institution	Clients stay at boarding house/accommodated within the institution while receiving services.
	b. Services system outside the institution	Clients do not stay at boarding house/accommodated within the institution while receiving services.
	c. Other systems, mention.	If there is the possibility of having other systems, mention it.
4060	Services location	Services location provided by LKS.
	a. 1 (one) regency/municipality	Only in 1 (one) regency/municipality.
	b. More than 1 (one) regency/municipality	Available in some regencies/municipalities, list the names of the regencies/municipalities.
	c. 1 (one) province	Only in 1 (one) province
	d. More than 1 (one) province	Available in some provinces, list the names of the provinces.
V	LKS Resources	
5010	Infrastructure and Facilities	
5011	Building status	Building status of the LKS secretariat.
	a. Owned	Building status owned by LKS
	b. Lease	Building status is leased from another party.
	c. Borrowed	Building status borrowed from another party.
	d. Others	Other building status, mention it.

No.	Questions	Explanations
5012	Office facilities	Office facilities are owned by LKS.
	a. Name board	Name board shows the location of the LKS secretariat.
	b. Data board	Data board contains a brief profile of LKS (brief history, names of management, categories of activities, number of clients, etc).
	c. Office equipment	Office equipment owned by LKS (tables, chairs, mobile files, computers, and others)
5013	Technical Service Facilities	Technical service facilities owned by LKS, such as counseling rooms, diagnostic rooms, or other technical service facilities.
5014	Public Service Facilities	Public service facilities owned by LKS, such as Dining areas, health rooms, or other public service facilities.
5015	LKS Support Facilities	LKS support facilities, such as communication, equipment, electrical installations, or other support facilities.
5016	Transportation	Transportation owned by LKS, such as cars, motorcycles, or other transportation facilities.
5017	Service Facilities in the social welfare sector	Facilities owned by LKS to provide social services with system within and/or outside institution.
	a. Social Services for Toddler	Forms of services provided to clients who are toddlers, either within the institution or outside the institution, during the service period, and the number of clients receiving the services.
	b. Social Services for Children	Forms of services provided to clients who are children, either within or outside the institution, during the service period, and the number of clients receiving the services.
	c. Social Services for Persons with Disabilities	Forms of services provided to clients with disabilities, either within or outside the institution, during the service period, and the number of clients receiving the services.
	d. Social Services for the Elderly	Forms of services provided to elderly clients, either within or outside the institution, during the service period, and the number of clients receiving the services.

	e. Social Services for Persons with Social Deviance Issues	Forms of services provided to clients with social deviance issues, either within or outside the institution, during the service period, and the number of clients receiving the services.
	f. Social Services for Victims of Violence	Forms of services provided to clients who are victims of violence, either within or outside the institution, during the service period, and the number of clients receiving the services.
	g. Social Services for Victims of Drug-Abuse	Forms of services provided to clients who are victims of drug abuse, either within or outside the institution, during the service period, and the number of clients receiving the services.
	h. Social Services for Victims of Disaster	Forms of services provided to clients who are victims of disaster, either within or outside the institution, during the service period, and the number of clients receiving the services.
	i. Social Services for the Poor	Forms of services provided to clients who are poor, either within or outside the institution, during the service period, and the number of clients receiving the services.
5018	Service facilities in other sectors	Service facilities owned by LKS outside the social welfare sectors (education, health, religion, etc).
5019	Business facilities	Business facilities owned by LKS to support social service activities, such as productive economic enterprises, cooperatives, and others.
5020	Human Resources	Human resources are owned by LKS.
5021	Organizational Structures	In accordance with the organizational structure of LKS.
5022	Executing personnel	Operational implementing staff of LKS.
	a. Social Worker	Each LKS must have at least 1 (one) Social Worker.
	b. Other technical personnel	Technical personnel besides Social Workers, including social welfare personnel, social volunteers, social counselors, and others.
	c. Administration division personnel	Implementing staff in the administration division (secretary, treasurer, office administration, finance, and others).
	d. Supporting division personnel	Supporting service personnel (cooks, laundry workers, mortuary attendants, gardeners, drivers, etc).

No.	Questions	Explanations
5030	Source of Funds	Source of funds to support LKS activities.
5031	Working capital and business profits	Income originates from LKS capital and business activities.
	a. Initial capital	Initial capital for the establishment of LKS.
	b. Member contributions	Revenue from LKS member contributions.
	c. Business profits	Revenue from LKS business activities (productive economic enterprises, cooperatives, etc)
5032	Donation	Funds received with an unspecified or yet to be determined allocation.
	a. Donor aids, from both domestic and international sources.	Receipt of donations from the community (from individuals and/or groups/organizations/institutions), both domestic and international.
	b. Private sector	Receipts of donations from private sector, both domestic and international.
	c. Community <i>zakat</i>	Receipts of <i>zakat</i> from the community, both domestic and international.
5033	Aids	Receipts of funds with a predetermined allocation.
	a. Aid from social institutions, both domestic and international.	Receipts of aid from social institutions and/or donor organizations, both domestic and international.
	b. Aid from the private sector, both domestic and international.	Receipts of aid from private actors, both domestic and international.
	c. Aid from the government	Receipts of aid from the government/local government.
5034	Other source of funds	Receipts from other lawful sources that do not violate provisions of legislation.
VI.	LKS NETWORK / PARTNERSHIP	Collaborations and/or partnerships established by LKS. List the names of institutions/organizations/higher education institutions/companies/agencies.
6010	Social institution a. Domestic b. International	Collaborations/partnerships established between LKS and institutions/organizations, both domestic and international.
6020	Higher education institutions a. Domestic b. International	Collaborations/partnerships established between LKS and higher education institutions, both domestic and international.

6030	Private sector a. Domestic b. International	Collaborations/partnerships established between LK and private sector, both domestic and international.
6040	Government a. Government b. Local Government	Cooperation/partnerships established between LKS and Government and local government

D. STATEMENT LETTER OF NO MANAGEMENT DISPUTE OR PENDING COURT CASE

LKS letterheads
STATEMENT LETTER

Number:

The signatory below:

Name	:
Place/Date of Birth	:
Resident Identity Card Number	:
Position	:

Hereby declared that up to the signing of this Statement Letter, LKS
is truly not involved in any Management disputes and is not currently engaged in
any legal proceedings in court.

This statement letter is made truthfully and without coercion from any party.

.....(*regency/municipality, province*),(*date*), (*month*), (*year*)

The person who declares,
Chairperson

(*Duty Stamp*)

(*Name*)

E. STATEMENT LETTER OF COMMITMENT TO REPORT ACTIVITIES

LKS letterheads
STATEMENT LETTER

Number:

The signatory below:

Name	:
Place/Date of Birth	:
National Identity Number	:
Position	:

Hereby declared that LKS.....is willing to submit Activity Reports along with supporting documents regularly, in accordance with the provisions of legislation.

This statement letter is made truthfully, without coercion from any party, and is intended to be used as necessary.

.....(*regency/municipality, province*),(*date*), (*month*), (*year*)

The person who declares,
Chairperson

(*Duty stamp*)

(*Name*)

F. STATEMENT LETTER OF SOURCE OF FUNDS NOT ORIGINATING FROM
ILLEGAL ACTIVITIES AND NOT USED FOR ILLEGAL ACTIVITIES

LKS Letterheads
STATEMENT LETTER

Number:

The signatory below:

Name	:
Place/Date of Birth	:
National Identity Number	:
Position	:

Hereby declared that all sources of funds owned by LKS do not originate from illegal activities and will not be used for illegal activities.

This statement letter is made truthfully, without coercion from any party, and is intended to be used as necessary.

.....(*regency/municipality, province*),(*date*), (*month*), (*year*)

The person who declares,
Chairperson

(*Duty stamp*)

(*Name*)

G. STATEMENT LETTER OF NEIGHBOR’S CONSENT

STATEMENT LETTER OF NEIGHBOR’S CONSENT

We, the signatory below:

No.	Name	Position	Sign
1.		Neighbor on the left	
2.		Neighbor on the right	
3.		Neighbor in front	
4.		Neighbor behind	

We are residents of RTRW...Urban Village Sub-District Municipality/Regency..... Province; hereby we declare in principle no objection to the presence and activities carried out by:

LKS Name :
Full Address :
Services/Activities Categories :
Name of Chairperson :
National Identity Number :
Phone Number :

This statement letter is made truthfully, without coercion from any party, and signed by the consenting residents, and is intended to be used as necessary.

Consent,

Acknowledged by, Head of RT.../RW...
Urban Village
Head/Village Head.....
Sub-District (Full Name & Official Stamp of RT/RW)

(Full Name & Official Stamp of Urban Village/Village)

Copies forwarded to:
1. Local sub-district head
2. Archive

Note:
Attach the copy of National Identity Card of the consenting neighbors.

H. FORM OF LKS REGISTRATION MARK

Headletters of Ministry of Social Affairs or Institution/Local Social Office

LKS REGISTRATION MARK

Number:

Given to

LKS Name	:
LKS Address	:
Rural Village/Urban Village/Other Name, Sub District	:
Regency/Municipality, Province	:
Name of LKS Management		
a. Chairperson		
b. Secretary	:
c. Treasurer	:
	:
Place and Date of Establishment	:
Deed of Establishment Number	:
Taxpayer Identification Number	:
LKS Registration Number	:
LKS Status	:
Position	:
Scope of Work	:
Service Target	:
Service Priority	:
Service Category	:
	
Activities Category	:
Nature of Service	:
Effective Period	:

Place and Date

Sign

Full Name

Employee Identification Number

Instructions for Completing LKS Registration Mark

No.	Questions	Description
1.	LKS Name	LSK Full Name according to the deed of establishment
2.	LKS Address	According to the domicile
3.	Village/Urban Village/ Other Name, Sub District	According to the domicile
4.	Regency/Municipality, Province	According to the domicile
5.	Name of LKS Management a. Chairperson b. Secretary c. Treasurer	According to the deed of establishment
6.	Place and date of establishment	According to the deed of establishment
7.	Deed of Establishment Number	According to the deed of establishment
8.	Taxpayer Identification Number	Sufficiently clear
9.	LKS Registration Number	Issued by the Ministry of Social Affairs
10.	LKS Status	Legal Entity or Non-Legal Entity
11.	Position	Head Office or Branch Office
12.	Scope of Work	National, Province, or Regency/Municipality
13.	Services Target	Individual, family, group, and/or community
14.	Service Priority	Poverty, neglect, persons with disabilities, remoteness, persons with social deviance issues, or victims of disaster, and/or victims of violence, exploitation and discrimination.
15.	Service Category	Social Rehabilitation, Social Security, Social Empowerment, and/or Social Protection
16.	Activity Category	Categories of Social Activities, for example: a. Social service units for children, the elderly, and persons with disabilities b. Psychosocial support for children in disaster situations c. Economic empowerment for poor and vulnerable groups
17.	Nature of Service	Within and/or outside LKS
18.	Effective Period	Three years since registration mark was issued

I. FORM OF LKS REPORT



MINISTRY OF SOCIAL
AFFAIRS

FORM OF LKS REPORT

APPLICANT IDENTITY

0010	LKS Name
0020	LKS DomicileProvince
	Regency/Municipality.....
0030	Name of applicant
0040	Position in the LKS
0050	Telephone/Mobile Phone Number
0060	E-mail address
0060	Password

PART I. LKS GENERAL DATA

1010	LKS Name				
1020	LKS Abbreviation				
1030	LKS Registration Number				
1040	LKS Address					
	a. Street/number/RT/RW	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	b. Rural Village /urban village	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	c. Sub District	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	d. Regency/Municipality	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	e. Postal Code	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	f. Province	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
1050	Telephone, Fax, E-mail, Site					
	a. Telephone	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	b. Fax	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	c. E-mail	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	d. Site / Website	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	e. Social Media	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
1060	LKS Management					
	a. Name of Chairperson	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Address	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Telephone/Mobile Phone Number	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	b. Name of secretary	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Address	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Telephone/Mobile Phone Number	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	c. Name of treasurer	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Address	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Telephone/Mobile Phone Number	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
1070	Record of Changes				
					
					

PART II. LKS IDENTITY/CHARACTERISTICS

2010	LKS Vision	<input type="checkbox"/> Remain <input type="checkbox"/> Change
	
	
2020	LKS Mission	<input type="checkbox"/> Remain <input type="checkbox"/> Change
	
	
2030	LKS Objectives	<input type="checkbox"/> Remain <input type="checkbox"/> Change
	
	
	

2040	Legal entity status of LKS	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
2050	LKS Nature of Services	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
2060	LKS Position	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
2070	LKS Scope of Work	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
2080	Record of Changes				
					
					

PART III. LKS LEGALITY

3010	Regulation/article of association		<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
3020	Regulation/bylaws		<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
3030	Deed of Establishment	<input type="checkbox"/> Legal Entity LKS	<input type="checkbox"/>	Non-Legal Entity LKS		
3031	Deed of Establishment of Non-Legal Entity LKS					
	a. Name of Notary	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	b. Number of Deed/date of deed	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	c. Number of Letter		<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Registered Information				
3032	Deed of Establishment of Legal Entity LKS					
	a. Name of Notary	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	b. Number of Deed/date of deed	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	c. Approval Number of Deed of Establishment		<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	d. State				
	Institution		<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Number				
3040	LKS Domicile Certificate	<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
3050	LKS Registration Mark		<input type="checkbox"/>	Remain	<input type="checkbox"/>	Change
	Name of Institution/Office				
	Number /Effective Date				

- 3060 LKS Taxpayer Identification Number ☐ Remain ☐ Change
 3070 LKS account number ☐ Remain ☐ Change
 Name of Bank
 Name of account holder
 3080 Record of Changes

PART IV. LKS PROGRAMS AND ACTIVITIES

- 4010 Service Target
 a. Individual ☐ Remain ☐ Change
 b. Family ☐ Remain ☐ Change
 c. Group ☐ Remain ☐ Change
 d. Community ☐ Remain ☐ Change
 4020 Social Problems Addressed
 a. Poverty ☐ Remain ☐ Change
 b. Neglect ☐ Remain ☐ Change
 c. Persons with Disabilities ☐ Remain ☐ Change
 d. Remoteness ☐ Remain ☐ Change
 e. Persons with Social Deviance Issues
 f. Victims of Disaster ☐ Remain ☐ Change
 g. Victims of violence, exploitation, and discrimination ☐ Remain ☐ Change
 h. ☐ Remain ☐ Change
 i. ☐ Remain ☐ Change
 4030 Services/activities of LKS in the social welfare sector
 a. Social Rehabilitation ☐ Remain ☐ Change
 b. Social Empowerment ☐ Remain ☐ Change
 c. Social Protection ☐ Remain ☐ Change
 d. Social Security ☐ Remain ☐ Change
 4040 Services/activities of LKS outside the social welfare sector
 a. Education ☐ Remain ☐ Change
 b. Health ☐ Remain ☐ Change
 c. Religious affairs ☐ Remain ☐ Change
 d. ☐ Remain ☐ Change
 e. ☐ Remain ☐ Change
 4050 Service system used by LKS
 a. Service system within institution ☐ Remain ☐ Change
 b. Service system outside institution ☐ Remain ☐ Change
 c. Others ☐ Remain ☐ Change
 4060 Record of Changes

PART V. LKS RESOURCES

- 5010 **Infrastructure and Facilities**
 5011 Office building infrastructure owned by LKS ☐ Remain ☐ Change
 5012 Office facilities ☐ Remain ☐ Change
 a. Name board
 b. Data board ☐ Remain ☐ Change
 c. Office equipment ☐ Remain ☐ Change
 5013 Technical service facilities
 a. Counseling room ☐ Remain ☐ Change
 b. Diagnostic room ☐ Remain ☐ Change
 c. Others, ☐ Remain ☐ Change
 5014 Public service facilities
 a. Dining area ☐ Remain ☐ Change
 b. Health room ☐ Remain ☐ Change
 c. Others, ☐ Remain ☐ Change
 5015 LKS supporting facilities
 a. Communication equipment ☐ Remain ☐ Change
 b. Electrical installation ☐ Remain ☐ Change
 c. Others, ☐ Remain ☐ Change
 5016 Transportation
 a. Car ☐ Remain ☐ Change
 b. Motorcycle ☐ Remain ☐ Change
 c. Others ☐ Remain ☐ Change
 5017 Facilities of service in the social welfare sector
 a. Social service for Toddler ☐ Remain ☐ Change Person(s)
 b. Social service for Children ☐ Remain ☐ Change Person(s)
 c. Social service for Persons with Disabilities ☐ Remain ☐ Change Person(s)

d.	Social service for the Elderly	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
e.	Social service for Persons with Social Deviance Issues	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
f.	Social service for Victims of Violence	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
g.	Social service for Victims of Drug Abuse	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
h.	Social service for Victims of Disaster	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
i.	Social service for the Poor	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
5108	Service facilities in other sectors				
a.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
b.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
c.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
d.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
e.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
5109	Business facilities to support LKS activities				
a.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change		
b.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change		
c.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change		
d.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change		
e.	<input type="checkbox"/> Remain	<input type="checkbox"/> Change		
5020	Human Resources				
5021	Organizational Structure			<u>Total</u>	
a.	LKS Advisor	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
b.	LKS Management	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
c.	LKS Supervisor	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
d.	Others.....	<input type="checkbox"/> Remain	<input type="checkbox"/> Change	<input type="text"/>	Person(s)
5022	Implementation (Annual transfer staff)	In	Out	Total count	
a.	Social Worker	<input type="text"/>	<input type="text"/>	<input type="text"/>	Person(s)
b.	Other technical personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	Person(s)
c.	Administration division personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	Person(s)
d.	Supporting division personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	Person(s)
e.	Others	<input type="text"/>	<input type="text"/>	<input type="text"/>	Person(s)
5030	Source of Funds				
5031	Total fund receipts of LKS for 1 (one) year			<u>Rp.....</u>	
5032	LKS fund receipts originate from working capital and business profit			<u>Total</u>	
a.	Initial capital	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
b.	Member contributions	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
c.	LKS business profit	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
5033	LKS fund receipts originate from the community				
a.	Domestic community	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
b.	International community	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
c.	Community <i>Zakat</i>	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
5034	LKS fund receipts originate from social organizations/institutions				
a.	Domestic social institution	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
b.	International social institution	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
5035	LKS fund receipts originate from the private sector				
a.	Domestic private sector	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
b.	International private sector	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	
5036	LKS fund receipts originate from government/local government				
a.	Government	<input type="checkbox"/> None	<input type="checkbox"/> Available =	Rp.....	

	b. Local government	<input type="checkbox"/>	None	<input type="checkbox"/>	Available = Rp.....
5037	LKS fund receipts originate from other sources				
	a. Domestic other sources	<input type="checkbox"/>	None	<input type="checkbox"/>	Available = Rp.....
	b. International other sources	<input type="checkbox"/>	None	<input type="checkbox"/>	Available = Rp.....
5040	Allocation of funds				
5041	Total expenditures of LKS for 1 year			=Rp	
5042	Allocation of expenditures:				Total
	a. Program/service costs	<input type="checkbox"/>	None	<input type="checkbox"/>	Available= Rp.....
	b. Operational costs	<input type="checkbox"/>	None	<input type="checkbox"/>	Available= Rp.....
	c. Infrastructure and facilities costs	<input type="checkbox"/>	None	<input type="checkbox"/>	Available= Rp.....
	d. Investment costs	<input type="checkbox"/>	None	<input type="checkbox"/>	Available= Rp.....
	e. Other costs, mention :			
				
		<input type="checkbox"/>	None	<input type="checkbox"/>	Available= Rp.....

PART VI. LKS NETWORK

Collaboration/partnership activities carried out by LKS in the last year

6010	LKS Network with social institutions				
	a. Domestic social institutions	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				
	b. International social institutions	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				
6020	LKS higher education institution network				
	a. Domestic higher education institution	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				
	b. International higher education institution	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				
6030	LKS Network with private sector				
	a. Domestic private sector	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				
	b. International private sector	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				
6040	LKS Network with Government/Local Government				
	a. Government	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				
	b. Local Government	<input type="checkbox"/>	None	<input type="checkbox"/>	Available, with:
	1.				
	2.				
	3.				

PART VII. SUPPORTING DOCUMENTS

7010	List of names and positions of LKS officials (Advisor, Supervisor, Management)
7020	Supporting documents related to changes in LKS legality
	a.
	b.
	c.
7030	Recapitulation of LKS beneficiary/resident data
7040	Recapitulation of LKS implementing staff/employee data

7050 LKS financial balance sheet for the last fiscal year

- a.
- b.
- c.

J. LKS REPORTING INSTRUCTIONS

1. Completion instructions

a. LKS reporting instructions

- 1) LKS report in this case is intended to prove that LKS is still active in carrying out its activities. The completion and submission of this report is conducted at least once a year or as needed.
- 2) Most of the questions in the reporting form are designed to identify changes compared to the answers provided in the registration form. Therefore, the answer choices are:
 - a) None, meaning it has not been acquired.
 - b) Available or Remain, meaning it has already been acquired and there are no changes; its condition is still the same as at the time of registration.
 - c) Change, meaning it has already been acquired and there are changes; its condition is no longer the same as at the time of registration. Please write the changes.
- 3) If the question/statement is multiple choice, select the answer that corresponds to your choice in the provided column by marking an [X].
- 4) To answer questions and make statements, fill in the provided column.
- 5) If the provided answer column is insufficient, the response can be written on a separate sheet of paper and included as an attachment.
- 6) Review all entries to ensure that all questions have been fully answered and the submitted data is accurate.

2. Explanation of LKS Report Form Contents

No.	Questions	Explanations
	PARTICIPANTS DATA IDENTITY	
0010	LKS Name	LKS full name, according to the deed of establishment
0020	LKS Domicile	LKS address
0030	Name of person completing the report	Name of person completing the report form
0040	Position in the LKS	Position of person completing the report form
0050	Number phone	Telephone number/mobile phone number of person completing the report form
0060	E-mail address	E-mail address of person completing the report form
I	LKS GENERAL DATA	
1010	LKS Name	LKS full name according to the deed of establishment
1020	LKS Abbreviation	Abbreviation name of LKS
1030	LKS Registration Number	LKS Identification Number is listed in the LKS registration mark.
1040	LKS Address	Remain, if there are no changes.

No.	Questions	Explanations
1050	Phone Number, Fax, E-mail, Social Media	Remain, if there are no changes.
1060	LKS Management	Remain, if there are no changes.
1070	Record of Changes	If there are changes, write down all the changes.
II	LKS IDENTITY / CHARACTERISTICS	
2010	Vision of LKS	Remain, if there are no changes.
2020	Mission of LKS	Remain, if there are no changes.
2030	Objectives	Remain, if there are no changes.
2040	LKS Legal Entity Status	Remain, if there are no changes.
2050	LKS Nature of Service	Remain, if there are no changes.
2060	LKS Position	Remain, if there are no changes.
2070	LKS Scope of Work	Remain, if there are no changes.
2080	Record of Changes	If there are changes, write down all the changes.
III	LKS LEGALITY	
3010	Articles of Association	Remain, if there are no changes.
3020	Bylaws	Remain, if there are no changes.
3030	Deed of establishment	Remain, if there are no changes.
3031	Unincorporated LKS	Remain, if there are no changes.
3032	Incorporated LKS	Remain, if there are no changes.
3040	LKS Domicile Certificate	Remain, if there are no changes.
3050	LKS Registration Mark	Remain, if there are no changes.
3060	LKS Taxpayer Identification Number	Remain, if there are no changes.
3070	LKS Bank account number	Remain, if there are no changes.
3080	Record of changes	If there are changes, write down all the changes.
IV	LKS PROGRAM AND ACTIVITIES	
4010	Service target	Remain, if there are no changes.
4020	Social issues categories addressed	Remain, if there are no changes.
4030	LKS services/activities in the social welfare sector	Remain, if there are no changes.
4040	LKS services/activities outside the social welfare sector	Remain, if there are no changes.
4050	Service system used by LKS	Remain, if there are no changes.
4060	Record of changes	If there are changes, write down all the changes.

No.	Questions	Explanations
V	RESOURCES	
5010	Infrastructure and Facilities	
5011	Office building infrastructure owned by LKS	Remain, if there are no changes.
5012	Office facilities	Remain, if there are no changes.
5013	Technical service facilities	Remain, if there are no changes.
5014	Public service facilities	Remain, if there are no changes.
5015	Supporting facilities for LKS	Remain, if there are no changes.
5016	Transportation	Remain, if there are no changes.
5017	Service facilities in the social welfare sector	Remain, if there are no changes.
5018	Service facilities in other sectors	Remain, if there are no changes.
5019	Business facilities supporting LKS activities	Remain, if there are no changes.
5020	Human Resources	Remain, if there are no changes.
5021	Organizational structure	Remain, if there are no changes.
5022	Executing personnel	Write the number of LKS implementing staff transfers over the last year (number of new entries, number of departures, and the current total).
5030	Source of funds	Source of funds to support LKS activities.
5031	Total LKS receipts over 1 (one) year	Total LKS fund receipts in the last year.
5032	LKS fund receipts from working capital and business profits.	Receipts from LKS capital and business activities over the last year.
5033	LKS fund receipts from the community.	Receipts from the community over the last year, including contributions from domestic and international sources, as well as <i>zakat</i> .
5034	LKS fund receipts from social organizations/institutions.	Receipts from other social organizations/institutions over the last year, both domestic and international.
5035	LKS fund receipts from the private sector.	Receipts from other business entities over the last year, both domestic and international.
5036	LKS fund receipts from the government and local government.	Receipts from the government and/or local government over the last year.

No.	Questions	Explanations
5037	LKS fund receipts from other sources.	Receipts from various other sources over the last year, both domestic and international.
5040	Allocation of Funds	Allocation/use of funds by LKS.
5041	Total LKS expenditures over 1 (one) year.	Total LKS fund expenditures in the last year.
5042	Expenditure allocation:	Expenditures in the last year.
	a. Program/service costs	Costs for implementing programs/services related to the needs of beneficiaries/clients/residents.
	b. LKS operational costs	LKS operational costs, including secretariat expenses, salaries/allowances, household expenses, general costs, etc.
	c. Infrastructure and facility costs	Costs for the procurement and maintenance of infrastructure and facilities.
	d. Investment costs	Funds are used for investment outside the social welfare sector to support social welfare activities.
	e. Other costs	Costs beyond those listed above.
VI	LKS NETWORK	Cooperation/partnership carried out by LKS in the last year.
6010	LKS network with social institutions	Cooperation/partnership activities carried out with organizations/other social institutions, both domestic and international.
6020	LKS network with higher education institutions	Cooperation/partnership activities carried out with higher education institutions, both domestic and international.
6030	LKS network with the private sector	Cooperation/partnership activities carried out with the private sector, both domestic and international.
6040	LKS network with the Government/Local Government	Cooperation/partnership activities carried out with the Government and/or Local Government.

MINISTER OF SOCIAL AFFAIRS OF THE
REPUBLIC OF INDONESIA,

signed

SAIFULLAH YUSUF